Federal On-the-Job Training (OJT) Program Manual

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From: Michael D. Bryant, Director, Civil Rights Division

Manual: *Federal On-the-Job Training (OJT) Program Manual*

Effective Date: July 01, 2018

Purpose

This manual corresponds to recently published revisions to Form 599, "Traffic Control Devices Inspection Checklist."

Contents

Reimbursement

- Reimbursement is not allowed if the contract contractor evidences a lack of good faith effort in meeting the requirements of the Training Special Provision, which includes maintenance of records and submittal of reports documenting program performance.
- Reimbursement is not allowed for training on projects that do not contain federal funds.

Compliance

- A Contractor's failure to comply with the requirements of this Special Provision will constitute a material breach of this Contract. The Contractor will have fulfilled the contractual responsibilities by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance may be cause for corrective and appropriate measures pursuant to Article 8.7., "Abandonment of Work or Default of Contract," which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.

Good Faith Effort

- All necessary and reasonable steps to achieve the contract goal which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient OJT participation, even if not fully successful will be considered good faith effort. CIV shall determine good faith effort on a case-by-case basis using fair and reasonable judgment. Criteria used to determine good faith effort include, but are not limited to, the following:
  - Timely submission of required monthly reporting; and
  - Significant completion of the trainee's maximum training hours.

Goal Credit Guidelines

- Credit will be counted for each trainee who has graduated from the program, pending Area Office and CIV review and verification.

Reporting Requirements

- Within 60 days of annual notification, at least one trainee must be enrolled into the program. If a trainee has not been enrolled, then the contractor must submit the Contractor OJT Plan form to CIV that specifies how the contractor intends to satisfy its goal.

Department Responsibilities

- Upon receipt of the Federal OJT Program Enrollment Form, CIV will either approve or deny the request and notify the contractor of the decision via email. If approved, CIV will also notify the applicable Area Office.

Contact

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Archives

This is a new manual and no past notices are available.

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Chapter 1 — Definitions

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Section 1 — Definitions

In relation to this guidance, the following terms are defined as follows:

- **Apprenticeship Training Program** means any program approved under 23 CFR CH 1, §230.111(f)(1) and (f)(2). Apprenticeship programs approved by the U.S. Department of Labor as of the date of proposed use by a federal-aid highway contractor or subcontractor need not be formally approved by the State highway agency or the Federal Highway Administration Division Administrator.

  Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered in a manner reasonably calculated to meet the equal employment opportunity (EEO) obligations of the contractor. Other training programs approved by the U.S. Department of Labor as of the date of proposed use by a federal-aid highway contractor or subcontractor are also acceptable for use without the formal approval of the State highway agency or the division Administrator provided:

  - The U.S. Department of Labor has clearly approved the program aspects relating to EEO and the payment of trainee wage rates in lieu of prevailing wage rates.
  - They are reasonably calculated to qualify the average trainees for journey-worker status in the classification concerned by the end of the training period.
  - They are administered in a manner calculated to meet the equal employment obligations of the contractors.
- **Contractor** means any person, corporation, partnership, or unincorporated association that holds a FHWA direct or federally assisted construction contract or subcontract regardless of tier.
- **Department** means the Texas Department of Transportation.
- **DOT** means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration, the Federal Transit Administration, and the Federal Aviation Administration.
- **Federal-aid contract** is any contract between the Department and a contractor that is paid for in whole or in part with DOT assistance.
- **Journeyworker** means a person who is capable of performing all the duties within a given job classification or craft.
- **Supportive Services** means those services provided to increase the overall effectiveness of approved on-the-job training programs for highway construction workers and highway contractors through the performance of various functions necessary to the program but which are not considered to be part of the actual on-the-job craft training.
- **Trainee** means a person who is receiving on-the-job training through any program approved by the FHWA or the U.S. Department of Labor.

Chapter 2 — Introduction

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Section 1 — Overview

The Department has established a Federal On-the-Job Training (OJT) Program in accordance with regulations of the DOT at 23 CFR Part 230, Subpart A, Equal Employment Opportunity on Federal and Federal-aid Construction Contracts. It is the policy of the Department to require full utilization of all available training and skill-improvement opportunities to assure the increased participation of minority groups, disadvantaged persons, and women in all phases of the highway construction industry.

The Federal OJT Program is administered through the following special provisions; copies are located in Appendix A:

- Special Provision 000-2638 (04), On-the-Job Training Program – Included in all federal-aid Department highway construction contracts.
- Special Provision, On-the-Job Training Program for Design-Build and Comprehensive Development Agreement Projects – Included in all Design-Build and Comprehensive Development Agreement contracts.

Section 2 — Nondiscrimination Statement

The Department, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. *2000d-3), color, national origin, sex, age and disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

Section 3 — Nondiscrimination Authorities

The authorities applicable to the Department's OJT program include:

Title VII of the Civil Rights Act (1964)

Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment and was passed to bring equality in hiring, transfers, promotions, compensation, access to training, and other employment-related decisions.

Form FHWA-1273

Contractors are required to have an OJT program. According to Form FHWA-1273, section II.6(b), Training and Promotion, consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance.

Title 49, Code of Federal Regulations, Part 21

Title 49, Code of Federal Regulations (CFR), Part 21 of the DOT Regulations of the implementation of Title VI require assurances from states that no person on grounds of race, color, or national origin is excluded from participation, denied the benefits of, or in any other way subjected to discrimination under any program or activity for which the recipient receives assistance from the DOT, including the FHWA.

Title 23 CFR 230

The provisions of 23 CFR 230 - are applicable to all state transportation agencies that receive federal financial assistance in connection with the Federal-aid Highway Program. Subpart A requires the establishment of the on-the-job training program and on-the-job training supportive services program.

Chapter 3 — Program Guidelines

Contents:

Section 1 — Overview

The Department's Civil Rights Division (CIV) is the office of primary responsibility for the administration of the OJT program. The Construction Division, the Project Finance, Debt and Strategic Contracts Division and Offices, Districts, and Area Offices will work closely with CIV to implement the OJT program through procedures and ongoing monitoring. The Federal OJT program targets women, minorities, and disadvantaged individuals for entry into journey-level positions to ensure that a competent workforce is available to meet highway construction hiring needs, and to address the historical under-representation of members of these groups in highway construction skilled crafts.

The program addresses the following considerations:

- Emphasis on the recruitment of trainees who are likely to become members of a contractor's regular workforce upon completion of the program;
- Emphasis on training in skilled craft classifications; and
- Assisting contractors in meeting their EEO goals through training of women, minorities, and disadvantaged individuals.

Section 2 — Training Programs

The Federal OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a journeyworker in his/her respective skilled trade classification. Standard training programs for each skilled construction trade classification were developed jointly by the Department, Associated General Contractors, construction industry representatives, and others.

The approved training programs are listed in Appendix B.

Each training program details the training curriculum that should be provided to the trainee and the number of hours in each classification code. The training curriculum serves as a general guideline.

As contractors expect different things from their employees, it is the contractor's decision how to handle training and when to graduate a trainee from the program. Keep in mind, however, that the hours listed are a maximum, and a trainee shall not be kept in the training program for longer than the maximum number of hours listed.

Another skilled or semi-skilled craft training program may be proposed for use in fulfilling a contractor's OJT requirements, based on its company workforce needs. Approval or acceptance of a training program shall be obtained from the Department prior to commencing work on the classification covered by the program.

A written request detailing the reason for the proposed training program should be forwarded to CIV along with a copy of the training program.

It is the intention of 23 CFR Part 230 Appendix B of Subpart A that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the FHWA division office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training. Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau, or training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall be considered acceptable provided the program is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.

Chapter 4 — Contractor Responsibilities

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Section 1 — Overview

A contractor's responsibilities in implementing the training special provision include the following:

- Training may be provided by a subcontractor; however, program requirements are still the responsibility of the contractor who has been assigned the goal. Ensure the training special provision is included in each subcontract;
- The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeyworkers in the various classifications within a reasonable area of recruitment which includes 1) the recruitment area defined by the contractor, 2) the counties where each of the projects are located, and 3) the area where most employees currently working on contractor projects reside;
- Periodically review the training and promotion potential of minorities, women, and disadvantaged employees and encourage eligible employees to apply for such training and promotion;
- Advise employees and applicants for employment of available training programs and entrance requirements for each;
- Furnish each trainee with a copy of their enrollment form, the program curriculum, and training progress reports reflecting the total training hours accumulated;
- Submit the required reporting forms in a timely manner to ensure goal credit; to Area office for verification and signature.
- Upon graduation, provide each trainee with a certificate showing the type and length of training satisfactorily completed; and
- If a trainee is terminated, make a good faith effort to replace the trainee within 30 calendar days of the termination. The replacement trainee need not be enrolled in the same training classification code as the terminated trainee.

Section 2 — Reimbursement

Except as otherwise noted below, the contractor, upon request, will be reimbursed 80 cents per hour upon completion of training given an employee in accordance with an approved training program:

- Reimbursement is not allowed for any trainee enrolled in the Federal OJT Program that is training on an American Recovery and Reinvestment Act of 2009 (ARRA) project.
- Reimbursement is not allowed if either the failure to provide the required training or the failure to hire the trainee as a journeyworker is caused by the contractor.
- Reimbursement is not allowed if the contractor evidences a lack of good faith effort in meeting the requirements of the Training Special Provision, which includes maintenance of records and submittal of reports documenting program performance.
- Reimbursement is not allowed for training on projects that do not contain federal funds.

Section 3 — Records

The contractor shall retain the original training records for a period of three years following completion of the contract work. Such records shall be available at reasonable times and places for inspection by authorized representatives of the Department and the FHWA.

Section 4 — Compliance

The contractor has a fundamental role and responsibility to take all reasonable and necessary steps to ensure that the terms and conditions of its contract are fully met. This includes, but is not limited to, its employment policy. The contractor is responsible for having in place and implementing an equal opportunity policy that ensures equal access to employment and training.

Under 23 CFR 230 and 23 USC 140, the Department has the authority to conduct contractor compliance reviews of contractors to ensure compliance with the equal employment opportunity contract provisions and the implementation of special requirements for the provision of on-the-job training (23 CFR 230.111). A Contractor's failure to comply with the requirements of this Special Provision will constitute a material breach of this Contract.

The Contractor will have fulfilled the contractual responsibilities by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance may be cause for corrective and appropriate measures pursuant to Article 8.7., "Abandonment of Work or Default of Contract," which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.

Section 5 — Good Faith Effort

All necessary and reasonable steps to achieve the contract goal which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient OJT participation, even if not fully successful.

CIV shall determine good faith effort on a case-by-case basis using fair and reasonable judgment. Criteria used to determine good faith effort include, but are not limited to, the following:

- Timely submission of required monthly reporting
- Significant completion of the trainee's maximum training hours;
- Reason for trainee termination;
- Contractor made reasonable effort to replace trainee using the services of available minority, women, and disadvantaged community organizations; faith based organizations; and the Texas Workforce Commission; and
- The state of the contractor's work load.

Chapter 5 — Trainee Guidelines

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Section 1 — Overview

The contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. The contractor will be responsible for demonstrating the steps taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with the training special provision.

This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not. The prospective trainee must express interest in entering the OJT Program, as well as exhibit sufficient commitment to complete the training. These criteria are captured on the Federal OJT Program Enrollment Form.

Section 2 — Trainee Selection

The proposed trainee must meet the following requirements:

- Has not completed a training course leading to journeyworker status for the proposed training classification;
- Has not worked as a journeyworker in the proposed classification;
- Does not have journeyworker experience in the proposed classification; and
- Is not enrolled in another training classification.

The above requirements may be satisfied by including appropriate questions in the employee application or by other suitable means.

Section 3 — Wage Rates

The trainee will be paid the appropriate Davis-Bacon wage rates or the prevailing wage rate for training crafts on Department projects.

The contractor shall compensate the trainee at least 60 percent of the appropriate minimum journeyworker's rate specified in the contract for the first half of the training period; 75 percent for the third quarter; and 90 percent for the last quarter, respectively.

If the apprentices or trainees are enrolled in another program approved by the Department of Labor or other agency, such appropriate rates shall apply.

Chapter 6 — Goal Credit Guidelines

Contents:

Section 1 — Overview

The contractor will have fulfilled its responsibilities under the training special provision by having provided acceptable training to the number of trainees specified in their goal assignment.

Section 2 — Goal Credit

Credit will be counted for each trainee who has graduated from the program, pending Area Office and CIV review and verification.

To encourage placement in the more technical classifications, which include more than 2080 maximum training hours, two credits will be counted per trainee graduation in the classifications denoted by an asterisk (*) in Appendix B.

Credit will be counted toward the assigned goal if documentation is provided that a graduate from the Texas Construction Career Academy (TCCA) has been hired for employment. Should a graduate's employment be terminated, credit will still be allowed if that employee was retained for at least 15 calendar days for a voluntary separation and at least 30 calendar days for all other separations. If the TCCA graduate is also enrolled as a trainee into the OJT program, an additional credit will be allowed when it is documented that the trainee has graduated from the program. Contractors will only receive TCCA credit for graduate's initial employment with an eligible employer post TCCA academy. Goal credit is only received upon a TCCA graduate's initial employment after graduation. (TCCA program information can be found in the Supportive Services section.)

Credit will not be counted when the contractor fails to provide acceptable training or evidences a lack of good faith effort in meeting the requirements of this program. (See Compliance).

Chapter 7 — OJT Program Areas

Contents:

Section 1 — Overview

CIV assigns contractor-based goals and separate, project-specific goals. In addition to the requirements outlined in the rest of this document, guidelines specific to each program below also apply.

Section 2 — Contractor-Based Goals

Each year, CIV sets an overall agency goal on the number of trainees to be enrolled for the calendar year based on the construction letting for the previous fiscal year. Contractors who have met the minimum totals awarded each year are notified of their annual goal by January 31.

The contractor-based program offers contractors the flexibility in selecting what projects they can place trainees on by removing project-specific based goals. Additional training requirements include:

- Training must commence on a federal-aid highway construction project which also must contain the applicable OJT special provision. If not, a change order must be generated; and
- Training may occur on Department construction, maintenance, and local-administered federal-aid projects, with approval of that local entity.

7.2.1 Goal Methodology

Each year, the ranges will be reviewed to maximize training potential. The formula for assigning annual goals is illustrated in the following table:

ANNUAL GOAL BASED ON PREVIOUS FY TOTAL AWARDED WITH DEPARTMENT				
Annual Estimated (Range) Totals				Trainees Required Annually
Over	$195,000,000.01			7
	$160,000,000.01	to	$195,000,000.00	6
	$125,000,000.01	to	$160,000,000.00	5
	$90,000,000.01	to	$125,000,000.00	4
	$55,000,000.01	to	$90,000,000.00	3
	$20,000,000.00	to	$55,000,000.00	2

Figure 7-1.

7.2.2 Reporting Requirements

Within 60 days of annual notification, at least one trainee must be enrolled into the program. If a trainee has not been enrolled, then the contractor must submit the Contractor OJT Plan form to CIV that specifies how the contractor intends to satisfy its goal.

Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, the following information must be provided to CIV:

- An updated Contractor OJT Plan form;
- A listing of recruitment sources used for minority, women, and disadvantaged individuals, such as minority, women, and disadvantaged community organizations, faith based organizations, Texas Workforce Commission, associations, and recruitment area newspapers;

- A copy of the applicant log that shows name of the applicant, gender, race/ethnicity, and date of application; and
- The Metropolitan Statistical Area(s) or other statistical defined area used for outreach and recruitment where each of the contractor's projects is located.
- The contractor must submit the Federal OJT Program Enrollment Form to CIV within seven business days of its intent to assign trainees to a project and the training classification to be utilized.

The contractor must report on the previous month's OJT activity by submitting the Federal OJT Program Monthly Reporting Form to each applicable Area Office(s) where training occurred by the 10th of each month. A copy must also be submitted to CIV. If there are no hours worked during the month, zero hours should be reported. The certified payroll must reflect the trainee's training classification and the actual number of hours training for that payroll period. Upon graduation or termination, include this information on the monthly report. Additionally, reimbursement may be requested utilizing this form.

If a trainee is transferred to another project, the contractor must notify both the Area Engineer on the previous project and the Area Engineer on the project the trainee is being transferred to in advance.

The contractor will utilize the appropriate forms as described herein to notify the Department of the termination of a trainee and the enrollment of a replacement trainee.

Copies of the Contractor OJT Plan form and the OJT reporting forms are located in Appendix C.

7.2.3 Banking Credit

In addition to the goal credit guidelines previously outlined, contractors assigned an annual goal have the opportunity to pursue additional OJT credits once the assigned goal has been met. This is referred to as "banking." In the event the contractor has additional trainees that have graduated from the OJT program or that have been approved for good faith effort, the contractor may bank the additional credit(s) toward the following year's goal. Contractors may also bank credits for the following year for graduates hired from TCCA academies (see section Goal Credit Guidelines for more information). However, if the contractor is not assigned an annual goal in the following year, goal credit will be lost.

Section 3 — Project-Specific Goals

CIV works with the Project Finance, Debt and Strategic Contracts Division in obtaining Design-Build (DB) and Comprehensive Development Agreement (CDA) project information to assign project-specific goals. The number of trainee positions will be specified in the training special provision included in the contract. CIV will notify the Developer 30 days before contract execution.

The project-based program ensures uniform and effective monitoring, reporting, and administration of the program. The DB/CDA projects may have longer construction periods and therefore may have more training opportunities. Additional training requirements include:

- Training must commence on the DB/CDA project which also must contain the applicable OJT special provision;
- Trainee shall begin training on the DB/CDA project after start of work; and
- Trainee shall remain on the DB/CDA project as long as training opportunities exist or until the training is completed.

7.3.1 Goal Methodology

DB/CDA projects are reviewed for their potential inclusion into the TxDOT Project-Specific OJT program in accordance with the guidelines set forth in 23 CFR§230.111:

1. Dollar value of the construction services contract;
2. Duration of the construction work activity;
3. Geographic location;
4. Availability of minorities, women, and disadvantaged for training;
5. The potential for effective training;
6. Type of work;
7. Total normal work force that the average proposer could be expected to use;
8. The need for additional journeymen in the area;
9. Recognition of the suggested minimum goal for the State; and
10. A satisfactory ratio of trainees to journeymen expected to be on the design-builder/developer's work force during normal operations.

Once a project is selected, the DB/CDA project’s construction cost estimate is used to identify the number of trainees that will be assigned to that project. The formula for assigning project-specific goals is illustrated in the following table:

CONSTRUCTION COST ESTIMATE		
From	To	Trainees
$0	$9,999,999.99	0
$10,000,000	$19,999,999.99	1
$20,000,000	$39,999,999.99	2
$40,000,000	$59,999,999.99	3
$60,000,000	$79,999,999.99	4
$80,000,000	$99,999,999.99	5
$100,000,000	$119,999,999.99	6
Thereafter for each increment of $20 million, goal is increased by one trainee		

Figure 7-2.

7.3.2 Reporting Requirements

At or before contract execution, the contractor must submit the Contractor OJT Plan form to CIV. The plan shall specify how the contractor intends to satisfy its goal.

Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, the following information must be provided to CIV:

- An updated Contractor OJT Plan form;
- A listing of recruitment sources used for minority, women, and disadvantaged individuals, such as minority, women, and disadvantaged community organizations, faith based organizations, Texas Workforce Commission, associations, and recruitment area newspapers;
- A copy of the applicant log that shows name of the applicant, gender, race/ethnicity, and date of application; and
- The Metropolitan Statistical Area(s) or other statistical defined area used for outreach and recruitment where the contractor's project is located.

The contractor must submit the Federal OJT Program Enrollment Form to CIV within seven business days of its intent to assign trainees to the project and the training classification to be utilized.

The contractor must submit the Federal OJT Program Monthly Reporting Form to the applicable Area Office by the 10th of each month. A copy must also be submitted to CIV. If there are no hours worked during the month, zero hours should be reported. The certified payroll must reflect the trainee's training classification and the actual number of hours training for that payroll period. Upon graduation or termination, include this information on the monthly report submitted. Additionally, reimbursement may be requested utilizing this form.

The contractor will utilize the appropriate forms as described herein to notify the Department of the termination of a trainee and the enrollment of a replacement trainee.

Copies of the Contractor OJT Plan form and the OJT reporting forms are located in Appendix C.

Chapter 8 — Department Responsibilities

Contents:

Section 1 — Overview

To ensure that the contractors' trainee goals are complied with, the Department will monitor the contractor's recruitment efforts, training, and hiring. This will be accomplished by a review of the OJT Program reporting forms.

Section 2 — Monitoring Requirements

CIV will send the contractor quarterly progress reports. These reports will outline how the contractor is progressing towards meeting the goal.

Upon receipt and approval of the Contractor OJT Plan form, CIV will continually monitor the planned start date to ensure training begins accordingly. Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, CIV will evaluate a contractor's recruitment efforts to ensure the program requirements are being met.

Upon receipt of the Federal OJT Program Enrollment Form, CIV will either approve or deny the request and notify the contractor of the decision via email. If approved, CIV will also notify the applicable Area Office.

Each month, the contractor will submit the Federal OJT Program Monthly Reporting Form to the applicable Area Office(s). The monthly reports will contain sufficient data and narrative content to enable evaluation of both progress and problems encountered. Upon receipt of the monthly report, a designee in the applicable office must verify the training hours indicated on the form against the certified payroll and ensure the trainee is being paid accordingly. The certified payroll must reflect the trainee's training classification and the actual number of hours training for that payroll period. The form must be signed by the reviewer, retained in the project files and submitted to CIV.

Area Office personnel will conduct labor interviews and wage rate monitoring utilizing the Construction Division's Labor Standards Review Form. At least one interview per trainee should be conducted during their training period to verify their training status and/or progress toward completing the training program. Copies of the completed forms must be forwarded to CIV.

For reimbursement, district personnel can either add a detail number during activation or by change order to pay the contractor. Reimbursement is allowed on multiple federal-aid contracts or if a project-specific goal, only on the DB/CDA project assigned the goal, as long as the total hours to be reimbursed have been verified through a review of the certified payrolls and accurately reflects the total hours of actual training. The contractor will not be reimbursed if there was a lack of good faith effort on the part of the contractor in meeting the requirements of the program. Additionally, reimbursement is not allowed for any trainee enrolled in the Federal OJT Program that is training on an ARRA project.

Section 3 — Annual Report

On an annual basis, the Department will submit to FHWA a report on the achievement of the Department's annual training goal.

In the event the Department does not achieve the annual training goal, the Department will inform the FHWA in writing by January 31 indicating the specific reasons the goal was not achieved and the steps the Department took in their methodology to adjust future goals.

Chapter 9 — Supportive Services (Pursuant to 23 CFR Part 230.113(f)(1)(2))

Contents:

Section 1 — Overview

The On-the-Job Training Supportive Services (OJT/SS) Program was established in Title 23 Code of Federal Regulations, Part 230 to supplement the OJT program and support state transportation agency training programs by providing services to highway construction contractors and assistance to highway construction trainees.

The primary objectives of the OJT/SS program are to increase the overall effectiveness of the State highway agencies' approved training programs and to seek other ways to increase the training opportunities for women, minorities, and disadvantaged individuals.

Section 2 — Texas Construction Career Academy

The Texas Construction Career Academy (TCCA) program is a recruitment and pre-employment training program. The TCCA offers pre-employment sessions throughout the state designed to offer participants courses related to highway construction trades; industry recognized certifications in OSHA safety, flagger, and heavy equipment operation; and job resume preparation.

The key benefits of the TCCA are listed below:

- Provides contractors with a means to demonstrate good faith efforts in meeting EEO objectives by participating in the program;
- Assists contractors in filling positions in under-represented classifications;
- Recruits motivated individuals for contractor employment consideration;
- Provides participants with a true understanding of the construction work environment;
- Provides participants with transportation assistance; and
- Hosts job fairs where contractors and potential employees will be introduced.

Additional program and contact information can be found at OJT Training and Supportive Services.

Appendix A — Federal On-the-Job Training Program Special Provision

Contents:

Section 1 — Special Provision to Item 000 (000-2683 (04)) On-the-Job Training Program

1. **Description**

   The primary objective of this Special Provision is the training and advancement of minorities, women and economically disadvantaged persons toward journeyworker status. Accordingly, make every effort to enroll minority, women and economically disadvantaged persons to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and will not be used to discriminate against any applicant for training, whether or not he/she is a member of a minority group.

2. **Trainee Assignment**

   Training assignments are based on the past volume of state-let highway construction contracts awarded with the Department. Contractors meeting the selection criteria will be notified of their training assignment at the beginning of the reporting year by the Department's Office of Civil Rights.

3. **Program Requirements**

   Fulfill all of the requirements of the On-the-Job Training Program including the maintenance of records and submittal of periodic reports documenting program performance. Trainees will be paid at least 60% of the appropriate minimum journeyworker's rate specified in the Contract for the first half of the training period, 75% for the third quarter, and 90% for the last quarter, respectively.

4. **Reimbursement**

   If requested, Contractors may be reimbursed $0.80 per training hour at no additional cost to the Department. Training may occur on this project, all other Department contracts, or local-administered federal-aid projects with concurrence of the local government entity. However, reimbursement for training is not available on projects to the extent that such projects that do not contain federal funds.

5. **Compliance**

   The Contractor will have fulfilled the contractual responsibilities by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance may be cause for corrective and appropriate measures pursuant to Article 8.7., "Abandonment of Work or Default of Contract," which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.

Section 2 — Special Provision On-the-Job Training Program for Design-Build and Comprehensive Development Agreements (Federal-Aid Projects Only)

This training special provision is the Department's implementation of 23 U.S.C. 140 (a). The primary objective of this provision is to train and upgrade minorities and women toward journey worker status. This training commitment is not intended and shall not be used to discriminate against any applicant for training, whether a member of a minority group or not.

As part of the [design-builder/developer]'s equal employment opportunity affirmative action program, training shall be provided as follows:

1. The [design-builder/developer] shall ensure that on-the-job training (OJT) aimed at developing full journey worker status in the type of trade or job classification involved is provided
2. The Department has assigned a project-specific trainee goal in accordance with the following guidelines as set forth in 23 C.F.R.§230.111:
   a. Dollar value of the construction services contract;
   b. Duration of the construction work activity;
   c. Geographic location;
   d. Availability of minorities, women, and disadvantaged for training;
   e. The potential for effective training;
   f. Type of work;
   g. Total normal work force that the average proposer could be expected to use;
   h. The need for additional journeymen in the area;
   i. Recognition of the suggested minimum goal for the State; and
   j. A satisfactory ratio of trainees to journeymen expected to be on the [design-builder/developer]'s work force during normal operations.

Construction Cost Estimate		
From	**To**	**Trainees**
$0	$9,999,999.99	0
$10,000,000	$19,999,999.99	1
$20,000,000	$39,999,999.99	2
$40,000,000	$59,999,999.99	3
$60,000,000	$79,999,999.99	4
$80,000,000	$99,999,999.99	5
$100,000,000	$119,999,999.99	6
Thereafter for each increment of $20 million, goal is increased by one trainee		

Figure A-1.

1. The OJT program trainee goal for this project is ____ trainees.
2. The [design-builder/developer] will have fulfilled its responsibilities under this provision when acceptable training has been provided to the number of trainees assigned to this project.
3. In the event that a [design-builder/developer] subcontracts a portion of the contract work, it shall determine if any of the trainees are to be trained by the subcontractor. The [design-builder/developer] should insure that this training special provision is made applicable to such subcontract. However, the [design-builder/developer] shall retain the primary responsibility for meeting the training requirements imposed by this special provision.
4. The [design-builder/developer] shall make every effort to ensure minorities and women are enrolled and trained in the program. The [design-builder/developer] shall conduct systematic and direct recruitment through public and private sources likely to yield minority and women trainees to the extent that such persons are available within a reasonable area of recruitment.
5. It is the intention of this provision that training is to be provided in the construction crafts. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.
6. The Department and the Federal Highway Administration (FHWA) shall approve a training program if it meets the equal employment opportunity obligations of the [design-builder/developer] and aims to train and upgrade employees to journey worker status.
7. The Department's OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a journey worker in his/her respective skilled trade classification. Standard training programs for each skilled construction trade classification are located in the OJT program manual.
8. Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau, or training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided the program is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.
9. The number of trainees shall be distributed among the work classifications on the basis of the [design-builder/developer]'s needs and the availability of journey worker in the various classifications.
10. No employee shall be employed as a trainee in any classification in which he or she has successfully completed a training course leading to journey worker status or in which he or she has been employed as a journey worker. The [design-builder/developer] may satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used, the [design-builder/developer]'s records should document the findings in each case.

11. At or before contract execution, the [design-builder/developer] must submit the Contractor OJT Plan form to the Department's Civil Rights Division (CIV). The plan shall specify how the [design-builder/developer] intends to satisfy its goal by including the following information: the type of apprentice or training program, number of trainees, type of training, and length of training.
12. The trainee(s) shall begin training on the project after start of work and remain on the project as long as training opportunities exist or until the training is completed.
13. The trainees will be paid at minimum, 60 percent of the appropriate journey worker's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period. However, if the apprentices or trainees are enrolled in another program approved by the Department of Labor or other agency, such appropriate rates shall apply.
14. The CIV must approve all proposed apprentices and trainees before training begins. The [design-builder/developer] must submit the Federal OJT Enrollment Form in order for training to be counted toward the project goal and be eligible for reimbursement. The [design-builder/developer] shall provide each trainee with a copy of the training program he or she will follow.
15. On a monthly basis, the [design-builder/developer] shall submit the Federal OJT Monthly Reporting Form to the Department's CIV. The monthly reporting form will include the number of hours trained and training status. If a trainee is terminated, the [design-builder/developer] is required to make a good faith effort to replace the trainee within 30 calendar days of the termination.
16. The [design-builder/developer] shall provide each trainee with a certification showing the type and length of training satisfactorily completed.
17. If requested, the [design-builder/developer] may be reimbursed 80 cents per hour of training for each trainee working on this project and whose participation towards the OJT project goal has been approved.
18. This reimbursement will be made regardless whether the [design-builder/developer] receives additional training program funds from other sources, provided such other program requirements do not specifically prohibit the [design-builder/developer] from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the [design-builder/developer] if the trainees are concurrently employed on a federal-aid project and when the [design-builder/developer]: contributes to the cost of the training, or provides the instruction to the trainee, or pays the trainee's wages during the offsite training period.
19. No payment shall be made to the [design-builder/developer] if either the failure to provide the required training or the failure to hire the trainee as a journeyman is caused by the [design-builder/developer] and evidences a lack of good faith on the part of the [design-builder/developer] in meeting the requirements of this Training Special Provision.

20. Detailed program reporting requirements and procedures, reporting forms, and the list of approved training classifications are found in the OJT program manual, which can be obtained upon request by contacting the CIV.

Appendix B — Overview of Training Programs

Contents:

Section 1 — Training Classifications

One credit shall be counted for each trainee who graduates from the program.

Two goal credits shall be counted for each trainee who graduates from the more technical training classifications with more than 2080 maximum training hours. These training classifications are denoted by an asterisk (*).

Table B1.

Code	Training Classification	Maximum Hours
9106	Asphalt Raker	520
9112	Bathing Plant Operator, Asphalt	720
9115	Batching Plant Operator, Concrete	720
9124	Concrete Finisher, Paving and Structures	1040
9139	Electrician*	4160
9143	Telecommunication Technician*	2080
9144	Communications Cable Installer	720
9145	Traffic Signal/Light Pole Worker*	4160
9151	Form Builder/Setter, Structures	1040
9160	Form Setter, Paving and Curb	720
9175	Laborer, Utility	520
9187	Mechanic	1440
9194	Servicer	520
9196	Painter, Structures	1040
9202	Piledriver	720
9205	Pipelayer	520
9214	Blaster	1040
9300	Asphalt Distributor Operator	1040
9303	Asphalt Paving Machine Operator	1040
9305	Broom or Sweeper Operator	320
9306	Crawler Tractor Operator	720
9315	Concrete Paving Curing, Float, Texturing Machine Operator	1040
9318	Concrete Pavement Finishing Machine Operator	1040
9329	Joint Sealer	520
9333	Concrete Saw Operator	520
9339	Subgrade Trimmer	1040
9341	Small Slipform Machine Operator	720
9342	Crane Operator, Lattice Boom 80 Tons or Less	1040
9343	Crane Operator, Lattice Boom Over 80 Tons*	2080
9344	Crane Operator, Hydraulic 80 Tons or Less	1040
9345	Crane Operator, Hydraulic Over 80 Tons	1040
9346	Loader/Backhoe Operator	1040
9347	Excavator Operator, 50,000 Pounds or Less	720
9348	Excavator Operator, Over 50,000 Pounds	1040
9351	Crusher or Screen Plant Operator	1040
9360	Foundation Drill Operator, Crawler Mounted	1040
9363	Foundation Drill Operator, Truck Mounted	1040
9369	Front End Loader Operator, 3 CY or Less	520
9372	Front End Loader Operator, Over 3 CY	1040
9380	Milling Machine Operator	1040
9384	Reclaimer/Pulverizer Operator	720
9390	Motor Grader Operator, Fine Grade*	2080
9393	Motor Grader Operator, Rough	1040
9396	Pavement Marking Machine Operator	720
9399	Concrete/Gunite Pump Operator	720
9402	Roller Operator, Asphalt	1040
9405	Roller Operator, Other	520

Code	Training Classification	Maximum Hours
9411	Scraper Operator	520
9413	Off Road Hauler	520
9417	Self-Propelled Hammer Operator	520
9428	Agricultural Tractor Operator	520
9437	Trenching Machine Operator, Light	520
9440	Trenching Machine Operator, Heavy	1040
9441	Tunneling Machine Operator, Heavy	1560
9442	Tunneling Machine Operator, Light	720
9443	Percussion or Rotary Drill Operator	520
9444	Boring Machine Operator	720
9445	Directional Drilling Operator	1040
9446	Directional Drilling Locator	720
9500	Reinforcing Steel Worker	720
9509	Structural Steel Worker	1040
9513	Sign Erector	1040
9515	Spreader Box Operator	520
9520	Work Zone Barricade Servicer	720
9600	Truck Driver, Single Axle	520
9606	Truck Driver, Single or Tandem Axle Dump Truck	720
9607	Truck Driver, Tandem Axle Tractor with Semi Trailer	1040
9609	Truck Driver Lowboy-Float	1040
9612	Truck Driver Transit-Mix	1040
9615	Boom Truck Operator	1040
9705	Structural Steel Welder*	2080
9706	Welder	1040
9708	Slurry Seal or Micro-Surfacing Machine Operator	1040

Section 2 — Code Listing

ASPHALT RAKER – code 9106

Maximum training time: 13 weeks or 520 hours

Code 9106

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of placement of materials, 5 hours ◆ Perform duties of asphalt raker, 35 hours	50
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Adjustment of screed to regulate width and depth of material, 35 hours ◆ Distribution of material, 380 hours	425
	Total	520

BATCHING PLANT OPERATOR, ASPHALT - code 9112

Maximum training time: 18 weeks or 720 hours

Code 9112

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of equipment in operation, 35 hours ◆ Adjustment of scales, operation of controls and weighing, 50 hours	95
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine cleaning, lubrication and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Operating controls and scales for measurement and discharge of asphaltic materials into trucks, or carriers, 570 hours	580
	Total	720

BATCHING PLANT OPERATOR, CONCRETE – code 9115

Maximum training time: 18 weeks or 720 hours

Code 9115

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of equipment in operation, 35 hours ◆ Adjustment of scales, operation of controls and weighing, 50 hours	95
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine cleaning, lubrication and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Operating controls and scales for measurement and discharge of asphaltic materials into trucks, or carriers, 570 hours	580
	Total	720

CONCRETE FINISHER, PAVING AND STRUCTURES – code 9124

Maximum training time: 26 weeks or 1040 hours

Code 9124

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of use of machine in operation, 25 hours ◆ Starting and manipulating controls for moving equipment and attachments, 25 hours ◆ Observation of use of straight edges and steel trowels, 25 hours ◆ Observation of forming a finishing of edges and joints, 25 hours	110
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine cleaning work area and materials, holding materials, tools and handling canvas belting or burlap strips, 200 hours ◆ Routine fueling, lubricating and servicing, 35 hours	245
3	Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Basic operation of tools and machine, 165 hours ◆ Use of straight edges, trowels, or floats, 100 hours ◆ Forming and finishing edges, joints, curbs and gutters, 200 hours ◆ Operation of finishing machine, 210 hours	685
	Total	1040

ELECTRICIAN* – code 9139

Maximum training time: 104 weeks or 4160 hours;
*Two training credits will be counted for graduation in this classification

Code 9139

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Basic rules of National Electrical Code, 100 hours ◆ Basic tools – their care and uses, 100 hours	210
2	Technical Studies and Review ◆ Safety procedures, 10 hours ◆ Advance study of National Electrical Code, 100 hours ◆ Construction blueprints, reading and application, 200 hours	310
3	Applied Techniques of Electrical Construction ◆ Safety procedures, 10 hours ◆ Care and Maintenance of trade tools and equipment, 100 hours ◆ Wire ways – types, uses and methods of installation, 900 hours ◆ Circuit wiring, 800 hours ◆ Protective equipment – switches, panels, etc., 300 hours ◆ Feeders and services, 300 hours ◆ Lighting fixtures and wall outlets, 250 hours ◆ Control wiring, 150 hours ◆ Testing of completed work, 100 hours ◆ Underground conduit and wire, 300 hours ◆ Installation of outside lighting, maintenance and repairs, 430 hours	3640
	Total	4160

TELECOMMUNICATION TECHNICIAN* – code 9143

Maximum training time: 52 weeks or 2080 hours
*Two training credits will be counted for graduation in this classification

Code 9143

Step	Process	Hours
1	Orientation ◆ Safety procedures, 10 hours ◆ Theories and types of telecommunications systems, 40 hours ◆ Operation of specialized tools and equipment, 40 hours ◆ Familiarization with standards and practices, 40 hours	130
2	Basic Design Familiarity ◆ Safety procedures, 10 hours ◆ Understanding and interpretation of specifications, 20 hours ◆ Blueprint or construction plans reading, 50 hours	80

Code 9143

Step	Process	Hours
3	Applied Techniques of Telecommunications Construction ◆ Safety procedures, 10 hours ◆ Care and maintenance of trade tools and equipment, 60 hours ◆ Handling and installation of copper cables, 300 hours ◆ Handling and installation of fiber cables, 400 hours ◆ Termination and testing of copper cables, 300 hours ◆ Termination and testing of fiber cables, 250 hours ◆ Installation and deployment of telecommunications equipment, 250 hours ◆ Operational testing and troubleshooting of systems, 250 hours ◆ Documentation of tests and installations, 50 hours	1870
	Total	2080

COMMUNICATIONS CABLE INSTALLER – code 9144

Maximum training time: 18 weeks or 720 hours

Code 9144

Step	Process	Hours
1	Orientation ◆ Safety procedures, 10 hours ◆ Theories and types of Telecommunications systems, 5 hours ◆ Operation of specialized tools and equipment, 25 hours ◆ Familiarization with standards and practices, 25 hours	65
2	Basic Design Familiarity ◆ Safety procedures, 10 hours ◆ Understanding and interpretation of specifications, 20 hours ◆ Blueprint or Construction Plans Reading, 45 hours	75
3	Applied Techniques of Cable Installation ◆ Safety procedures, 10 hours ◆ Care and maintenance of trade tools and equipment, 70 hours ◆ Handling and installation of copper cables, 100 hours ◆ Handling and installation of fiber cables, 200 hours ◆ Figure 8 techniques and long pulls, 100 hours ◆ Handling and installation of innerduct, 100 hours	580
	Total	720

TRAFFIC SIGNAL/LIGHT POLE WORKER* – code 9145

Maximum training time: 104 weeks or 4160 hours
*Two training credits will be counted for graduation in this classification

Code 9145

Step	Process	Hours
1	Orientation ◆ Safety procedures, 10 hours ◆ Basic rules of National Electrical Code, 100 hours ◆ Basic tools – their care and uses, 100 hours	210
2	Technical Studies and Review ◆ Safety procedures, 10 hours ◆ Advance study of National Electrical Code, 100 hours ◆ Construction blueprints, reading and application, 200 hours	310
3	Applied Techniques of Electrical Construction ◆ Safety procedures, 10 hours ◆ Care and maintenance of trade tools and equipment, 100 hours ◆ Wire ways – types, uses and methods of installation, 900 hours ◆ Circuit wiring, 800 hours ◆ Protective equipment – switches, panels, etc., 300 hours ◆ Feeders and services, 300 hours ◆ Lighting fixtures and wall outlets, 250 hours ◆ Control wiring, 150 hours ◆ Testing of completed work, 130 hours ◆ Underground conduit and wire, 300 hours ◆ Installation of outside lighting, maintenance and repairs, 400 hours	3640
	Total	4160

FORM BUILDER/SETTER, STRUCTURES – code 9151

Maximum training time: 26 weeks or 1040 hours

Code 9151

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Materials and tools selection, 15 hours ◆ Placing forms, form stripping and setting of precast concrete, 20 hours	45

Code 9151

Step	Process	Hours
2	Applied techniques ◆ Safety procedures, 10 hours ◆ Blueprint or construction plans reading and application, 30 hours ◆ Basic form design, 30 hours ◆ Formwork: pier, pile and cap formwork; decking formwork; endwall formwork; box culverts, inlets and headwall formwork, parapet and hand railing formwork, 225 hours ◆ Stripping and salvage of forms for reuse and cleaning work area, 30 hours	325
3	Actual Operation of Form Setting ◆ Safe operating procedures, 10 hours ◆ Align forms. Drive stakes for braces and erect scaffolding, 100 hours ◆ Observe and assist in setting precast concrete, 25 hours ◆ Measure space between forms, fit together, line, plumb vertically, set to elevation, 250 hours ◆ Check forms while concrete is being poured, 285 hours	670
	Total	1040

FORM SETTER, PAVING AND CURB – code 9160

Maximum training time: 18 weeks or 720 hours

Code 9160

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of setting grade line, 20 hours ◆ Observation of pulling, loading, hauling and placing forms, 30 hours	60
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine cleaning of forms and care of air and hand tools, 25 hours	35
3	Actual Operation of Form Setting ◆ Safe operating procedures, 10 hours ◆ Set grade line, 70 hours ◆ Pull, load, haul and place forms, 100 hours ◆ Set forms to finish grade, drive pins, set and check alignment, and spray forms, 375 hours ◆ Check forms while pouring concrete, 70 hours	625
	Total	720

LABOR, UTILITY – code 9175

Maximum training time: 13 weeks or 520 hours

Code 9175

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of tools and machines, 20 hours	30
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Care of power and air tools, 15 hours ◆ Erosion control, 20 hours ◆ Dewatering systems, 20 hours	65
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Erect shoring and bracing, 75 hours ◆ Pipe installation, 75 hours ◆ Equipment operator assistance: position machines, verify grades, signal operator to dumping positions, 115 hours ◆ Assist in placing and tying reinforcing steel, 75 hours ◆ Unload and transport material, 75 hours	425
	Total	520

MECHANIC – code 9187

Maximum training time: 36 weeks or 1440 hours

Code 9187

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Cleaning, disassembling and inspection of engine parts, 40 hours ◆ Installation and adjustment of minor parts, 50 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Engine reconditioning, 200 hours ◆ Clutch installation, 50 hours ◆ Transmission reconditioning, 100 hours	360
3	Actual Repair of Equipment ◆ Safe operating procedures, 10 hours ◆ Electrical systems, 200 hours ◆ Hydraulic systems, 200 hours ◆ Final drive and track assemblies, 150 hours ◆ Welding and fabrication, 100 hours ◆ General field maintenance, 320 hours	980

Code 9187

Step	Process	Hours
	Total	1440

SERVICER – code 9194

Maximum training time: 13 weeks or 520 hours

Code 9194

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observing fueling, greasing and cleaning filters, 40 hours ◆ Fuel and grease used for different types of equipment, 40 hours	90
2	Actual Operation ◆ Safe operating procedures, 10 hours ◆ Servicing all types of equipment, 80 hours ◆ Installation and adjustment of minor parts, 80 hours ◆ General field maintenance and operation of service truck, 260 hours	430
	Total	520

PAINTER, STRUCTURES – code 9196

(May also require SSPC QP 1 or QP 2 certification)

Maximum training time: 26 weeks or 1040 hours

Code 9196

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Operate maintain and load equipment, 40 hours ◆ Product and work orientation, 50 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Equipment maintenance and cleanup, 60 hours	70
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Brushing and rolling, 100 hours ◆ Material training, 50 hours ◆ Hazardous materials, 200 hours ◆ Sandblasting, 200 hours ◆ Spraying, 310 hours	870
	Total	1040

PILEDRIVER – code 9202

Maximum training time: 18 weeks or 720 hours

Code 9202

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 50 hours ◆ Starting and manipulating controls for moving equipment and attachments, 45 hours	105
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Basic operation of crane or pile driving rig in hoisting and moving, 200 hours ◆ Placement of pile in preparation for driving, 140 hours ◆ Seating of pile hammer on pile in preparation for driving, 120 hours ◆ Driving of pile, 100 hours	570
	Total	720

PIPELAYER - code 9205

Maximum training time: 13 weeks or 520 hours

Code 9205

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of spade operation and laying of pipe, 20 hours ◆ Study of various types of pipe and related materials, 5 hours	35
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Ditch preparation, handle materials and tools, 20 hours	30
3	Actual Handling of Pipe and Spade ◆ Safe operating procedures, 10 hours ◆ Ditch grading with compressed air driven or hand spade, 50 hours ◆ Handle materials, assist in lowering pipe, 50 hours ◆ Work with pipe layer in laying all types of pipe and duct. Adjust pipe to elevation insert spigot end of pipe into bell end of last laid pipe, 345 hours	455
	Total	520

BLASTER – code 9214

Maximum training time: 26 weeks or 1040 hours

Code 9214

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of work of Powder man, 50 hours ◆ Assist Powder man by carrying explosives, placing in holes, connecting lead wires, 45 hours	105
2	Applied Techniques of Powder man ◆ Safety procedures, 15 hours ◆ Storage, transporting, placing and discharging of explosives, 330 hours	345
3	Actual Blasting Operations ◆ Safe operating procedures, 25 hours ◆ Use of detonators and explosives, 100 hours ◆ Storage, movement and placing of explosives, 300 hours ◆ Placing wires, detonators and explosives, tamping and discharging, 165 hours	590
	Total	1040

ASPHALT DISTRIBUTOR OPERATOR – code 9300

Maximum training time: 26 weeks or 1040 hours

Code 9300

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of vehicle in operation, 35 hours ◆ Starting and manipulating valves and controls to distribute material and move equipment, 30 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Regulates valves and levers to distribute oil or bituminous liquid for highway surfacing, 115 hours ◆ Operation of equipment, 795 hours	920
	Total	1040

ASPHALT PAVING MACHINE OPERATOR - code 9303

Maximum training time: 26 weeks or 1040 hours

Code 9303

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operations, 35 hours ◆ Starting and manipulating controls for moving equipment and attachments, 30 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safety operating procedures, 10 hours ◆ Observation of machine in operations, 120 hours ◆ Operating of machine, 790 hours	920
	Total	1040

BROOM OR SWEEPER OPERATOR – code 9305

Maximum training time: 8 weeks or 320 hours

Code 9305

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 5 hours ◆ Starting and manipulating controls for moving equipment and attachments, 10 hours	25
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Proper start-up, proper engagement and position of broom and proper sweeping technique, 15 hours ◆ Removal and replacement of broom wafers, 10 hours ◆ Operation of sweeper in cleaning of pavements, 215 hours	250
	Total	320

CRAWLER TRACTOR OPERATOR - code 9306

Maximum training time: 18 weeks or 720 hours

Code 9306

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours ◆ Starting and manipulating controls for moving equipment and attachments, 30 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Movement and stockpiling of material, 150 hours ◆ Pushing and rough grading, 125 hours ◆ Clearing and grubbing, 125 hours ◆ Finish grading, 160 hours ◆ Special applications, 30 hours	600
	Total	720

CONCRETE PAVING CURING, FLOAT, TEXTURING MACHINE OPERATOR – code 9315

Maximum training time: 26 weeks or 1040 hours

Code 9315

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machines in operation, 35 hours ◆ Starting and manipulating controls for moving equipment and attachments, 30 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Operation of curing system, 120 hours ◆ Operation of machine, 790 hours	920
	Total	1040

CONCRETE PAVEMENT FINISHING MACHINE OPERATOR - code 9318

Maximum training time: 26 weeks or 1040 hours

Code 9318

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machines in operation, 35 hours ◆ Starting and manipulating controls for moving equipment and attachments, 30 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Screed regulation indoctrination and operation, 120 hours ◆ Operation of machine, 790 hours	920
	Total	1040

JOINT SEALER – code 9329

Maximum training time: 13 weeks or 520 hours

Code 9329

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation, 10 hours	20
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine cleaning and servicing, 35 hours	45
3	Actual Operation ◆ Safe operating procedures, 10 hours ◆ Cleaning and sealing joints in concrete paving, sidewalks, driveways and approach slabs, 445 hours	455
	Total	520

CONCRETE SAW OPERATOR – code 9333

Maximum training time: 13 weeks or 520 hours

Code 9333

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine oiling, greasing, cleaning and servicing saw, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Operation of saw, 420 hours	430
	Total	520

SUBGRADE TRIMMER – code 9339

Maximum training time: 26 weeks or 1040 hours

Code 9339

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 50 hours ◆ Use of paving forms or electronic controls, 40 hours ◆ Manipulation of hand and foot levers, 40 hours	140
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Raising and lowering screed; regulating width of screed, 100 hours ◆ Operation of machine, 745 hours	855
	Total	1040

SMALL SLIPFORM MACHINE OPERATOR – code 9341

Maximum training time: 18 weeks or 720 hours

Code 9341

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours ◆ Starting and manipulating controls for moving equipment and attachments, 30 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Screed regulation indoctrination and operation, 120 hours ◆ Operation of machine, 470 hours	600
	Total	720

CRANE OPERATOR, LATTICE BOOM 80 TONS OR LESS - code 9342

NOTE: May also require crane operator certification

Maximum training time: 26 weeks or 1040 hours

Code 9342

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 50 hours ◆ Starting and manipulating controls for moving equipment and attachments, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 50 hours ◆ Loading and unloading materials, 110 hours ◆ Hoisting materials, 585 hours ◆ Placement of beams, pipe, girders, piles, rock riprap, etc, 150 hours	895
	Total	1040

CRANE OPERATOR, LATTICE BOOM OVER 80 TONS* – code 9343

NOTE: (May also require crane operator certification)

Maximum training time: 52 weeks or 2080 hours
*Two training credits will be counted for graduation in this classification

Code 9343

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 50 hours ◆ Starting and manipulating controls for moving equipment and attachments, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 100 hours ◆ Loading and unloading materials, 150 hours ◆ Hoisting materials, 800 hours ◆ Placement of beams, pipe, girders, piles, rock riprap, etc., 885 hours	1935
	Total	2080

CRANE OPERATOR, HYDRAULIC 80 TONS OR LESS – code 9344

NOTE: May also require crane operator certification.

Maximum training time: 26 weeks or 1040 hours

Code 9344

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 50 hours ◆ Starting and manipulating controls for moving equipment and attachments, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 50 hours ◆ Loading and unloading materials, 110 hours ◆ Hoisting materials, 280 hours ◆ Placement of beams, pipe, girders, piles, etc., 455 hours	895
	Total	1040

CRANE OPERATOR, HYDRAULIC OVER 80 TONS – code 9345

NOTE: (May also require crane operator certification)

Maximum training time: 26 weeks or 1040 hours

Code 9345

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 50 hours ◆ Starting and manipulating controls for moving equipment and attachments, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 50 hours ◆ Loading and unloading materials, 110 hours ◆ Hoisting materials, 280 hours ◆ Placement of beams, pipe, girders, piles, etc., 455 hours	895
	Total	1040

LOADER/BACKHOE OPERATOR – code 9346

Maximum training time: 26 weeks or 1040 hours

Code 9346

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 50 hours ◆ Starting and manipulating controls for moving equipment and attachments, 45 hours	105
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Trenching operations (for Pipe laying, etc., 500 hours ◆ Excavation (for structures, footings, etc.), 380 hours	890
	Total	1040

EXCAVATOR OPERATOR, 50,000 POUNDS OR LESS – code 9347

Maximum training time: 18 weeks or 720 hours

Code 9347

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 25 hours ◆ Starting and manipulating controls for moving equipment and attachments, 25 hours	60
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Safe operating procedures, 10 hours ◆ Excavation for footings and removal of unsuitable materials, 250 hours ◆ Loading materials, 100 hours ◆ Trenching for pipe, etc., 165 hours ◆ Placement of pipe, precast concrete structures, etc., 90 hours	615
	Total	720

EXCAVATOR OPERATOR, OVER 50,000 POUNDS – code 9348

Maximum training time: 26 weeks or 1040 hours

Code 9348

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 50 hours ◆ Starting and manipulating controls for moving equipment and attachments, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Excavation for footings and removal of unsuitable materials, 250 hours ◆ Loading materials, 190 hours ◆ Trenching for pipe, etc., 255 hours ◆ Placement of pipe, precast concrete structures, etc., 190 hours	895
	Total	1040

CRUSHER OR SCREEN PLANT OPERATOR – code 9351

Maximum training time: 26 weeks or 1040 hours

Code 9351

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours ◆ Starting of crusher operating conveyors, 30 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Operation of conveyors and crusher operations, 120 hours ◆ Operation of crusher, 790 hours	920
	Total	1040

FOUNDATION DRILL OPERATOR, CRAWLER MOUNTED – code 9360

Maximum training time: 26 weeks or 1040 hours

Code 9360

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours ◆ Starting of crusher operating conveyors, 30 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Small hole drilling, 300 hours ◆ Large hole drilling, 300 hours ◆ Casing operation, 110 hours ◆ General operating, 200 hours	920
	Total	1040

FOUNDATION DRILL OPERATOR, TRUCK MOUNTED – code 9363

Maximum training time: 26 weeks or 1040 hours

Code 9363

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours ◆ Starting of crusher operating conveyors, 30 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Small hole drilling, 300 hours ◆ Large hole drilling, 300 hours ◆ Casing operation, 110 hours ◆ General operating, 200 hours	920
	Total	1040

FRONT END LOADER, 3 CY OR LESS – code 9369

Maximum training time: 13 weeks or 520 hours

Code 9369

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 20 hours ◆ Starting and manipulating controls for moving equipment and attachments, 15 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Loading materials, 235 hours ◆ Excavation, 150 hours ◆ Special applications, 35 hours	430
	Total	520

FRONT END LOADER, OVER 3 CY – code 9372

Maximum training time: 26 weeks or 1040 hours

Code 9372

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 20 hours ◆ Starting and manipulating controls for moving equipment and attachments, 15 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Loading materials, 400 hours ◆ Excavation, 250 hours ◆ Charge hoppers with materials on asphalt and concrete plants, 270 hours ◆ Special applications, 20 hours	950
	Total	1040

MILLING MACHINE OPERATOR – code 9380

Maximum training time: 26 weeks or 1040 hours

Code 9380

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Planning roadbed, 700 hours ◆ Discharging material into hauling unit, 240 hours	950
	Total	1040

RECLAIMER/PULVERIZER OPERATOR – code 9384

Maximum training time: 18 weeks or 720 hours

Code 9384

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Machine ◆ Safe operating procedures, 10 hours ◆ Pulverizing road bed, 520 hours ◆ Mixing materials, 100 hours	630
	Total	720

MOTOR GRADER OPERATOR, FINE GRADE* – Code 9390

Maximum training time: 52 weeks or 2080 hours
*Two training credits will be counted for graduation in this classification

Code 9390

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 100 hours ◆ Starting and manipulating controls for moving equipment and attachments, 95 hours	205
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Scraping and leveling dirt on roadway, 305 hours ◆ Spreading and mixing materials on roadway, 295 hours ◆ Shaping and blading subgrades, 275 hours ◆ Balancing and rough shaping base course materials, 275 hours ◆ Fine grading and dressing of shoulders and slopes, 670 hours	1830
	Total	2080

MOTOR GRADER OPERATOR, ROUGH – code 9393

Maximum training time: 26 weeks or 1040 hours

Code 9393

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 100 hours ◆ Starting and manipulating controls for moving equipment and attachments, 95 hours	205
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Scraping and leveling dirt on roadway, 220 hours ◆ Spreading and mixing materials on roadway, 200 hours ◆ Shaping and blading subgrades, 180 hours ◆ Balancing and rough shaping base course materials, 180 hours	790
	Total	1040

PAVEMENT MARKING MACHINE OPERATOR – code 9396

Maximum training time: 18 weeks or 720 hours

Code 9396

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Machine ◆ Safe operating procedures, 10 hours ◆ Laying stripes and markers, 520 hours ◆ Loading machine with appropriate materials, 100 hours	630
	Total	720

CONCRETE/GUNITE PUMP OPERATOR – code 9399

Maximum training time: 18 weeks or 720 hours

Code 9399

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours ◆ Introduction to pumping fresh concrete, gunite and grout, 100 hours	145
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Machine ◆ Safe operating procedures, 10 hours ◆ Operation of pumping machine, 520 hours	530
	Total	720

ROLLER OPERATOR, ASPHALT - code 9402

Maximum training time: 26 weeks or 1040 hours

Code 9402

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Roll base course to desired compaction, 440 hours ◆ Roll asphalt surfaces to desired compaction and smoothness and assure proper sealing of joints, 500 hours	950
	Total	1040

ROLLER OPERATOR, OTHER – code 9405

Maximum training time: 13 weeks or 520 hours

Code 9405

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Roll base course to desired compaction, 210 hours ◆ Roll embankment to desired compaction, 210 hours	430
	Total	520

SCRAPER OPERATOR – code 9411

Maximum training time: 13 weeks or 520 hours

Code 9411

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 20 hours ◆ Starting and manipulating controls for moving equipment and attachments, 15 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Loading and transporting materials, 150 hours ◆ Spreading material, 150 hours ◆ Rough roadway grading, 70 hours ◆ Compaction of embankment, 50 hours	430
	Total	520

OFF ROAD HAULER – code 9413

Maximum training time: 13 weeks or 520 hours

Code 9413

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Loading and transporting materials, 350 hours ◆ Operation of off-road water tanker, 70 hours	430
	Total	520

SELF-PROPELLED HAMMER OPERATOR – code 9417

Maximum training time: 13 weeks or 520 hours

Code 9417

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 35 hours	45
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Loading and transporting materials, 350 hours ◆ Operation of off-road water tanker, 70 hours	430
	Total	520

AGRICULTURAL TRACTOR OPERATOR – code 9428

Maximum training time: 13 weeks or 520 hours

Code 9428

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 30 hours ◆ Starting and manipulating controls for moving equipment and attachments, 25 hours	65
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Pulling compaction implements, 200 hours ◆ Pull graders for dressing operations, 200 hours	410
	Total	520

TRENCHING MACHINE OPERATOR, LIGHT – code 9437

Maximum training time: 13 weeks or 520 hours

Code 9437

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 30 hours ◆ Starting and manipulating controls for moving equipment and attachments, 25 hours	65
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Excavation for footing and removal of unsuitable materials, 100 hours ◆ Trenching for pipe, etc., 300 hours	410
	Total	520

TRENCHING MACHINE OPERATOR, HEAVY – code 9440

Maximum training time: 26 weeks or 1040 hours

Code 9440

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 30 hours ◆ Starting and manipulating controls for moving equipment and attachments, 25 hours	65
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Excavation for footing and removal of unsuitable materials, 320 hours ◆ Trenching for pipe, etc., 600 hours	930
	Total	1040

TUNNELING MACHINE OPERATOR, HEAVY – code 9441

Maximum training time: 39 weeks or 1560 hours

Code 9441

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Elementary surveying of tunnel alignment and grade, 60 hours ◆ General tunneling procedures and operation, 200 hours	270
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine lubricating and servicing, 35 hours ◆ Electrical connections, motors, and switches, 40 hours ◆ Hydraulic components, use and maintenance, 40 hours ◆ Spoil haulage equipment and track installation, use and maintenance, 40 hours	165
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Soft ground tunneling, 225 hours ◆ Ground stabilization, 150 hours ◆ Rock tunneling, 240 hours ◆ Direct pipe jacking, 240 hours ◆ Two pass tunneling, 240 hours ◆ Grouting, 20 hours	1125
	Total	1560

TUNNELING MACHINE OPERATOR, LIGHT – code 9442

Maximum training time: 18 weeks or 720 hours

Code 9442

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Elementary surveying of tunnel alignment and grade, 40 hours ◆ General boring procedures and operation, 150 hours	200
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine lubricating and servicing, 35 hours ◆ Hydraulic components, use and maintenance, 40 hours	85
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Soft ground tunneling, 225 hours ◆ Rock tunneling, 200 hours	435
	Total	720

PERCUSSION OR ROTARY DRILL OPERATOR – code 9443

Maximum training time: 13 weeks or 520 hours

Code 9443

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ General drilling procedures and operation, 65 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Small hole drilling, 195 hours ◆ Large hole drilling, 195 hours	400
	Total	520

BORING MACHINE OPERATOR – code 9444

Maximum training time: 18 weeks or 720 hours

Code 9444

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Elementary surveying of tunnel alignment and grade, 40 hours ◆ General boring procedures and operation, 150 hours	200
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine lubricating and servicing, 35 hours ◆ Hydraulic components, use and maintenance, 40 hours	85
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Soft Ground tunneling, 225 hours ◆ Rock tunneling, 200 hours	435
	Total	720

DIRECTIONAL DRILLING OPERATOR – code 9445

Maximum training time: 26 weeks or 1040 hours

Code 9445

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ General drilling procedures and operation, 65 hours ◆ Identification of steering head tools, 65 hours ◆ Controlling drill speed and direction, 65 hours ◆ Pullback of pipe, 65 hours	270
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Drilling fluid characteristics, 65 hours ◆ Routine fueling, lubricating and servicing, 35 hours	110
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Operation of directional drilling machine, 650 hours	660
	Total	1040

DIRECTIONAL DRILLING LOCATOR – code 9446

Maximum training time: 18 weeks or 720 hours

Code 9446

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ General locating equipment operation, 55 hours	65
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Machine setup, 200 hours ◆ Operation of locating equipment, 400 hours	610
	Total	720

REINFORCING STEEL WORKER – code 9500

Maximum training time: 18 weeks or 720 hours

Code 9500

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of steel being set and welding of rods, 15 hours	25
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Steel bar placement, 50 hours	60
3	Actual Steel Setting ◆ Safety procedures, 10 hours ◆ Rod placement and fastening, 300 hours ◆ Rod cutting and welding, 175 hours ◆ Fabrication of reinforcement assembly, 150 hours	635
	Total	720

STRUCTURAL STEEL WORKER – code 9509

Maximum training time: 26 weeks or 1040 hours

Code 9509

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of steel worker, 20 hours	30
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Tool review, 10 hours	20
3	Operating with Steel Workers ◆ Safety procedures, 10 hours ◆ Raise and place fabricated structural steel, 150 hours ◆ Emphasis on girders, plates and columns, 100 hours ◆ Fasten steel members together by welding or bolting, 400 hours ◆ Signal erection crane, rig equipment, 330 hours	990
	Total	1040

SIGN ERECTOR – code 9513

Maximum training time: 26 weeks or 1040 hours

Code 9513

Step	Process	Hours
1	Orientation and Safe Use of Tools and Equipment ◆ Safety procedures, 10 hours ◆ Power and hand tools, 20 hours ◆ Special fittings and hardware, 10 hours ◆ Specifications or design for concrete mixer, 20 hours	60
2	Basic Design Familiarity ◆ Blueprint or Construction Plans Reading, 50 hours	50
3	Applied Techniques of Sign Erection ◆ Safety procedures, 10 hours ◆ Preparation of layout for signs, 30 hours ◆ Cuts, ties and sets reinforcing steel for footings, 25 hours ◆ Sets forms for, places concrete and sets anchor bolts, 300 hours ◆ Erects wood or metal structures, 250 hours ◆ Places clamps, brackets or other required hardware on structures, 250 hours ◆ Stripping and Salvage of Forms for Re-use, 65 hours	930
	Total	1040

SPREADER BOX OPERATOR – code 9515

Maximum training time: 13 weeks or 520 hours

Code 9515

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation, 25 hours ◆ Starting, stopping and manipulating controls for moving equipment and attachments, 20 hours	55
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safety procedures, 10 hours ◆ Selection and loading of materials, 40 hours ◆ Spreading of stone or other granular materials, 370 hours	420
	Total	520

WORK ZONE BARRICADE SERVICER – code 9520

Maximum training time: 18 weeks or 720 hours

Code 9520

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Operation of traffic control truck, 15 hours ◆ Traffic control device orientation, 25 hours	50
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Care and storage of equipment and materials, 35 hours	45
3	Traffic Control Operation ◆ Safety procedures, 10 hours ◆ Fabrication of traffic control devices, 140 hours ◆ Erection and Maintenance of traffic control devices, 395 hours ◆ Operation of traffic control truck, 80 hours	625
	Total	720

TRUCK DRIVER, SINGLE AXLE – code 9600

NOTE: May require CDL license for driving on highway.

Maximum training time: 13 weeks or 520 hours

Code 9600

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation (as a passenger) of vehicle in operation, 50 hours ◆ Starting and manipulating vehicle, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Loading and unloading materials and operation of vehicle, 365 hours	375
	Total	520

TRUCK DRIVER, SINGLE OR TANDEM AXLE DUMP TRUCK – code 9606

NOTE: May require CDL license for driving on highway.

Maximum training time: 18 weeks or 720 hours

Code 9606

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation (as a passenger) of vehicle in operation, 50 hours ◆ Starting and manipulating vehicle, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Loading and unloading materials and operation of vehicle, 565 hours	575
	Total	720

TRUCK DRIVER, TANDEM AXLE TRACTOR WITH SEMI TRAILER – code 9607

NOTE: May require CDL license for driving on highway.

Maximum training time: 26 weeks or 1040 hours

Code 9607

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation (as a passenger) of vehicle in operation, 50 hours ◆ Starting and manipulating vehicle, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Loading and unloading materials and operation of vehicle, 885 hours	895
	Total	1040

TRUCK DRIVER LOWBOY- FLOAT – code 9609

NOTE: May require CDL license for on-highway use.

Maximum training time: 26 weeks or 1040 hours

Code 9609

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation (as a passenger) of vehicle in operation, 50 hours ◆ Starting and manipulating vehicle, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Loading and unloading materials and operation of vehicle, 500 hours ◆ Loading and unloading equipment, 385 hours	895
	Total	1040

TRUCK DRIVER TRANSIT-MIX – code 9612

NOTE: May require CDL license for on-highway use.

Maximum training time: 26 weeks or 1040 hours

Code 9612

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation (as a passenger) of vehicle in operation, 50 hours ◆ Starting and manipulating vehicle, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Mixing materials, 20 hours ◆ Loading materials at plant, 115 hours ◆ Operation of vehicle, 600 hours ◆ Discharging materials, 150 hours	895
	Total	1040

BOOM TRUCK OPERATOR – code 9615

NOTE: May require CDL license for on-highway use.

Maximum training time: 26 weeks or 1040 hours

Code 9615

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation (as a passenger) of vehicle in operation, 50 hours ◆ Starting and manipulating vehicle, 40 hours	100
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Loading and unloading materials, 410 hours ◆ Hoisting materials, 475 hours	895
	Total	1040

STRUCTURAL STEEL WELDER* – code 9705

NOTE: Requires certification by the American Welding Society.

Maximum training time: 52 weeks or 2080 hours
*Two training credits will be counted for graduation in this classification

Code 9705

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Welding equipment, 20 hours ◆ Materials selection, 20 hours ◆ Observation of welder, 20 hours ◆ Observation of welding of permanent metal deck forms, 40 hours	110
2	Applied Techniques of Welding ◆ Safety procedures, 10 hours ◆ Acetylene-cutting, brazing and welding, 300 hours ◆ Electric-cutting and welding, 300 hours	610
3	Actual Welding Operations ◆ Safety procedures, 10 hours ◆ Cut, lay out, fit and weld, 700 hours ◆ Structural steel welding, 650 hours	1360
	Total	2080

WELDER – code 9706

Maximum training time: 26 weeks or 1040 hours

Code 9706

Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Welding equipment, 20 hours ◆ Materials selection, 20 hours ◆ Observation of welder, 20 hours	70
2	Applied Techniques of Welding ◆ Safety procedures, 10 hours ◆ Acetylene-cutting, brazing and welding, 300 hours ◆ Electric-cutting and welding, 300 hours	610
3	Actual Welding Operations ◆ Safety procedures, 10 hours ◆ Cut, lay out, fit and weld sheet metal, cast iron and other metal parts, 350 hours	360
	Total	1040

SLURRY SEAL OR MICRO-SURFACING MACHINE OPERATOR – code 9708

Maximum training time: 26 weeks or 1040 hours

Code 9708

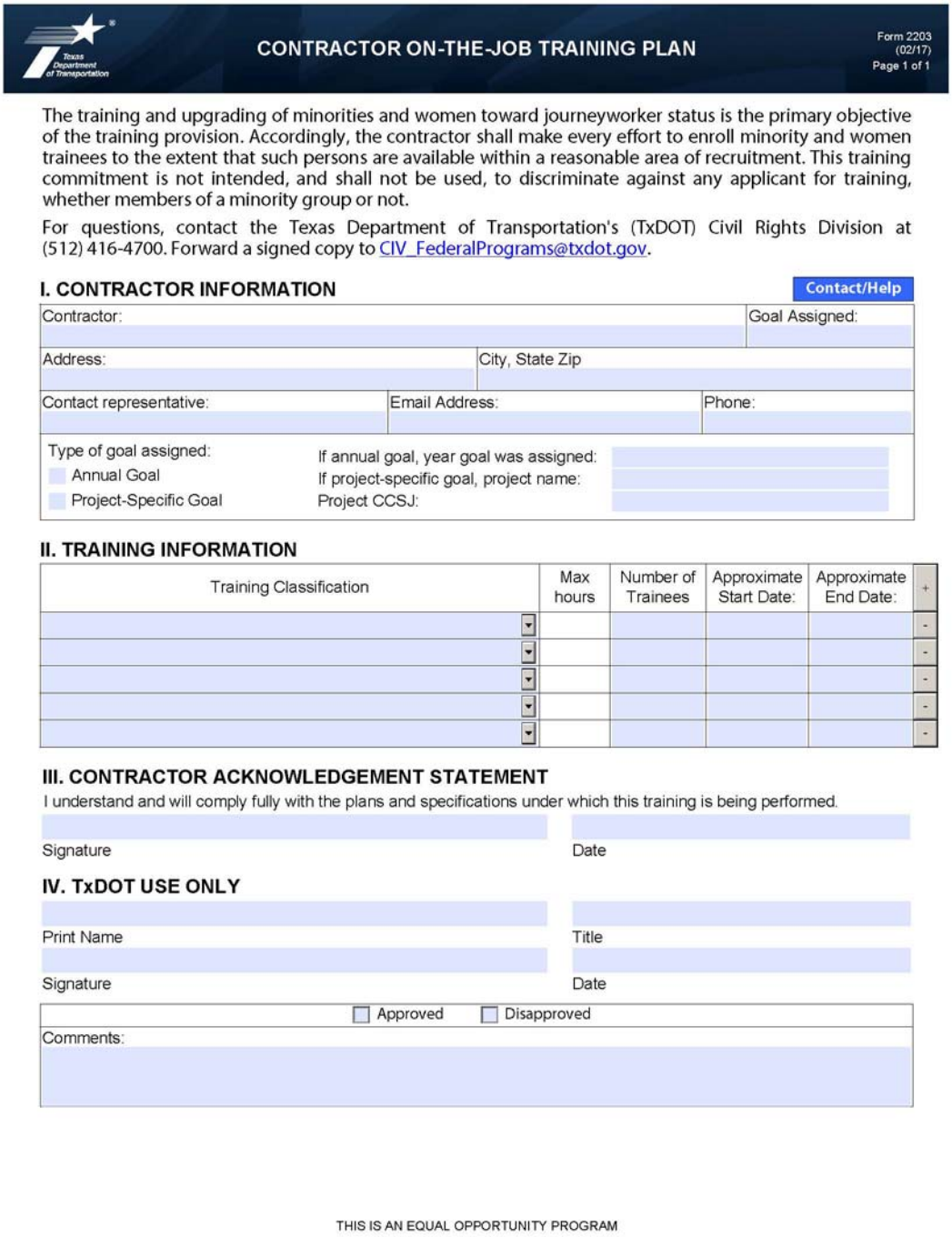
Step	Process	Hours
1	Orientation and Observation ◆ Safety procedures, 10 hours ◆ Observation of machine in operation , 35 hours ◆ Starting and manipulating controls for moving equipment and attachments, 30 hours	75
2	Care and Maintenance ◆ Safety procedures, 10 hours ◆ Routine fueling, lubricating and servicing, 35 hours	45
3	Actual Operation of Equipment ◆ Safe operating procedures, 10 hours ◆ Screed regulation indoctrination and operation, 120 hours ◆ Operation of machine and leveling of materials, 790 hours	920
	Total	1040

Appendix C — Reporting Forms

Contents:

Section 1 — Contractor On-the-Job Training Plan Form

Form 2203



CONTRACTOR ON-THE-JOB TRAINING PLAN

Form 2203 (02/17) Page 1 of 1

The training and upgrading of minorities and women toward journeyworker status is the primary objective of the training provision. Accordingly, the contractor shall make every effort to enroll minority and women trainees to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether members of a minority group or not.

For questions, contact the Texas Department of Transportation's (TxDOT) Civil Rights Division at (512) 416-4700. Forward a signed copy to CIV_FederalPrograms@txdot.gov.

I. CONTRACTOR INFORMATION Contact/Help

Contractor: | Goal Assigned:

Address: | City, State Zip

Contact representative: | Email Address: | Phone:

Type of goal assigned:
Annual Goal
Project-Specific Goal

If annual goal, year goal was assigned:
If project-specific goal, project name:
Project CCSJ:

II. TRAINING INFORMATION

Training Classification	Max hours	Number of Trainees	Approximate Start Date:	Approximate End Date:

III. CONTRACTOR ACKNOWLEDGEMENT STATEMENT

I understand and will comply fully with the plans and specifications under which this training is being performed.

Signature | Date

IV. TxDOT USE ONLY

Print Name | Title

Signature | Date

Approved Disapproved

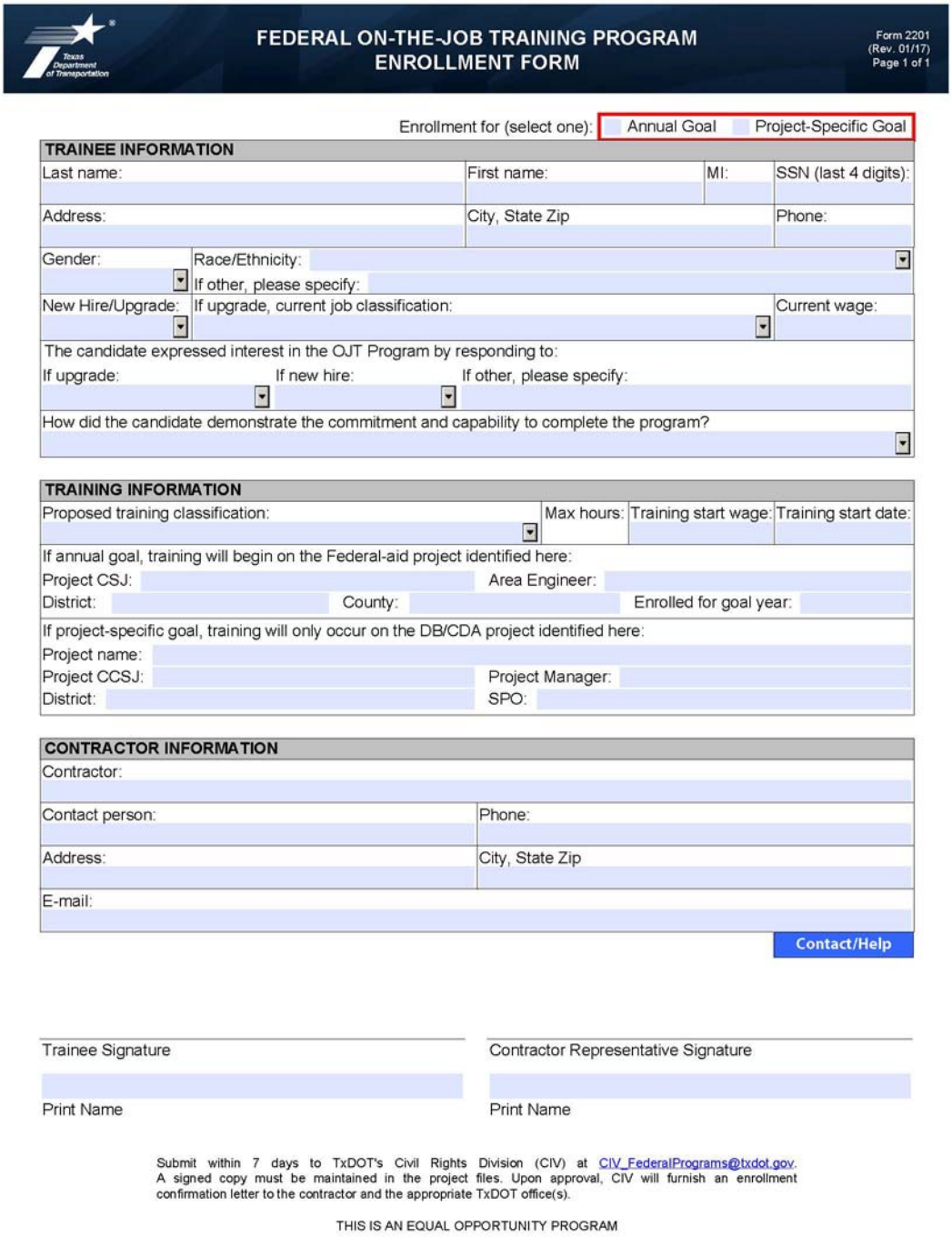
Comments:

THIS IS AN EQUAL OPPORTUNITY PROGRAM

Figure C-1. Form 2203, Contractor On-The-Job Training Plan.

Section 2 — Federal On-the-Job Training Program Enrollment Form

Form 2201



FEDERAL ON-THE-JOB TRAINING PROGRAM ENROLLMENT FORM

Form 2201 (Rev. 01/17) Page 1 of 1

Enrollment for (select one): Annual Goal Project-Specific Goal

TRAINEE INFORMATION

Last name: | First name: | MI: | SSN (last 4 digits):

Address: | City, State Zip | Phone:

Gender: | Race/Ethnicity: | If other, please specify:

New Hire/Upgrade: | If upgrade, current job classification: | Current wage:

The candidate expressed interest in the OJT Program by responding to:

If upgrade: | If new hire: | If other, please specify:

How did the candidate demonstrate the commitment and capability to complete the program?

TRAINING INFORMATION

Proposed training classification: | Max hours: | Training start wage: | Training start date:

If annual goal, training will begin on the Federal-aid project identified here:

Project CSJ: | Area Engineer:

District: | County: | Enrolled for goal year:

If project-specific goal, training will only occur on the DB/CDA project identified here:

Project name:

Project CCSJ: | Project Manager:

District: | SPO:

CONTRACTOR INFORMATION

Contractor:

Contact person: | Phone:

Address: | City, State Zip

E-mail:

Contact/Help

Trainee Signature | Contractor Representative Signature

Print Name | Print Name

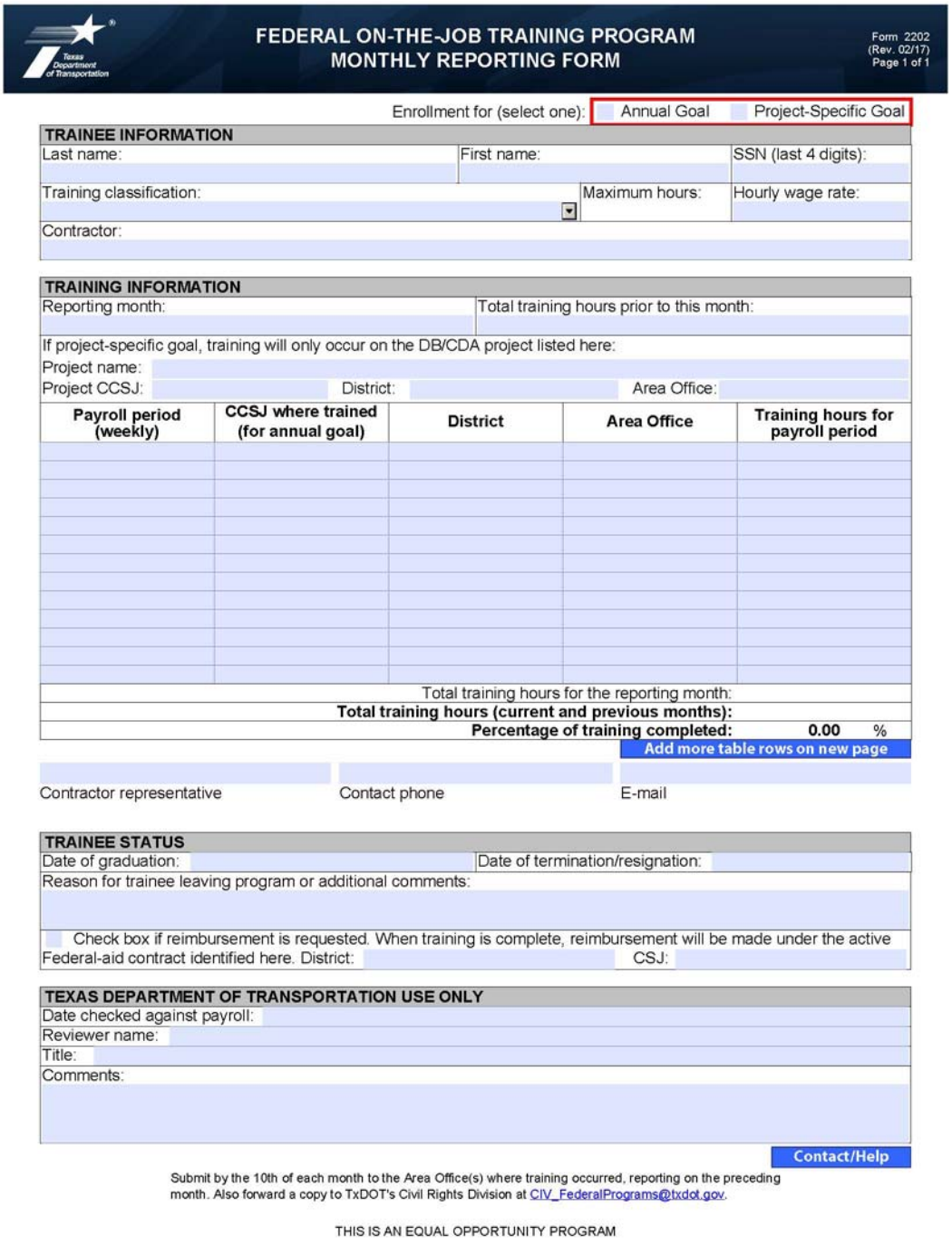
Submit within 7 days to TxDOT's Civil Rights Division (CIV) at CIV_FederalPrograms@txdot.gov. A signed copy must be maintained in the project files. Upon approval, CIV will furnish an enrollment confirmation letter to the contractor and the appropriate TxDOT office(s).

THIS IS AN EQUAL OPPORTUNITY PROGRAM

Figure C-2. Form 2201, Federal On-the-Job Training Program Enrollment Form.

Section 3 — Federal On-the-Job Training Program Monthly Reporting Form

Form 2202



FEDERAL ON-THE-JOB TRAINING PROGRAM
MONTHLY REPORTING FORM

Form 2202
(Rev. 02/17)
Page 1 of 1

Enrollment for (select one): ☐ Annual Goal ☐ Project-Specific Goal

TRAINEE INFORMATION

Last name:	First name:	SSN (last 4 digits):
Training classification:	Maximum hours:	Hourly wage rate:
Contractor:		

TRAINING INFORMATION

Reporting month:	Total training hours prior to this month:

If project-specific goal, training will only occur on the DB/CDA project listed here:
Project name:
Project CCSJ: District: Area Office:

Payroll period (weekly)	CCSJ where trained (for annual goal)	District	Area Office	Training hours for payroll period

Total training hours for the reporting month:
Total training hours (current and previous months):
Percentage of training completed: **0.00** %

Add more table rows on new page

Contractor representative | Contact phone | E-mail

TRAINEE STATUS

Date of graduation:	Date of termination/resignation:

Reason for trainee leaving program or additional comments:

☐ Check box if reimbursement is requested. When training is complete, reimbursement will be made under the active Federal-aid contract identified here. District: CSJ:

TEXAS DEPARTMENT OF TRANSPORTATION USE ONLY

Date checked against payroll:
Reviewer name:
Title:
Comments:

Contact/Help

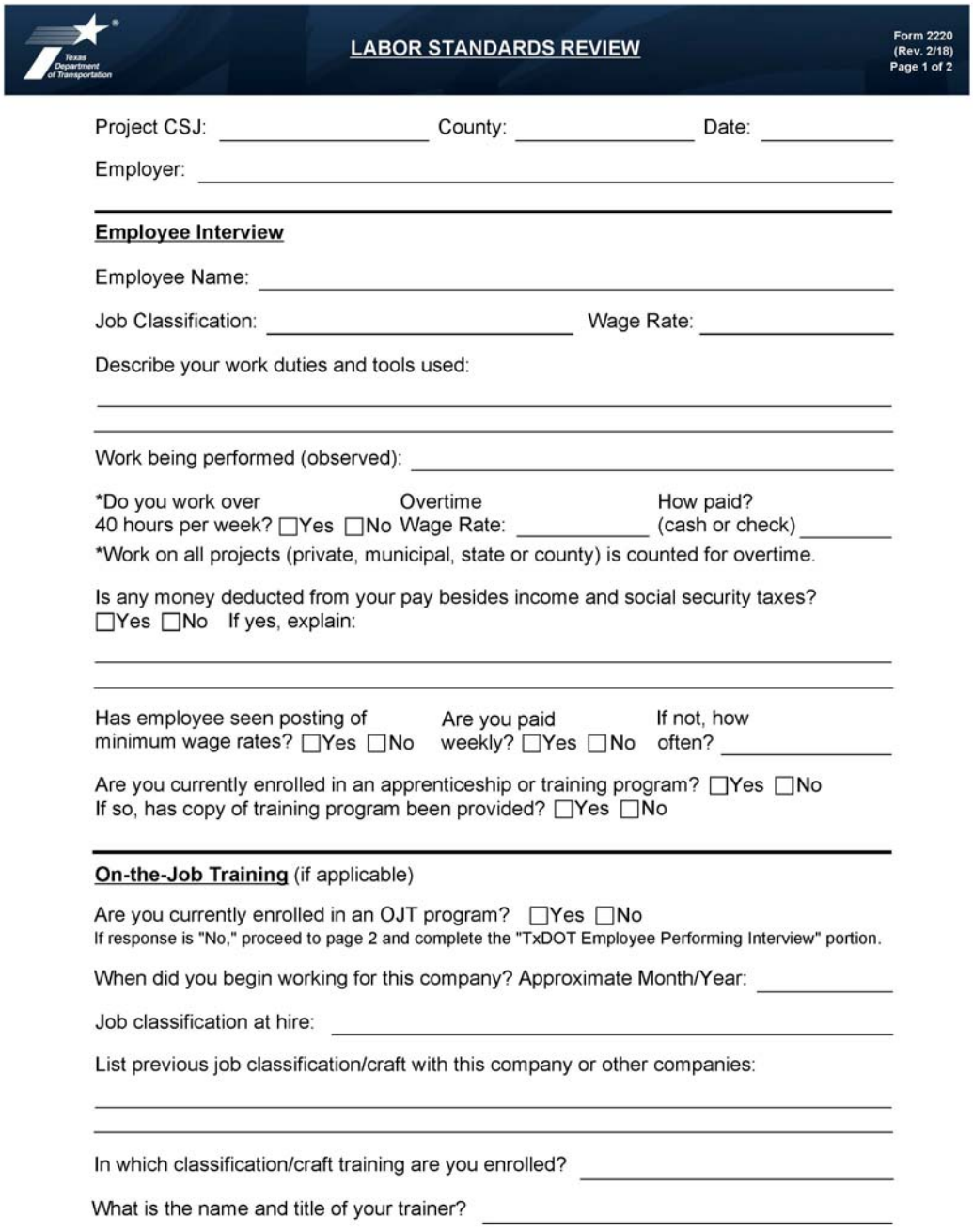
Submit by the 10th of each month to the Area Office(s) where training occurred, reporting on the preceding month. Also forward a copy to TxDOT's Civil Rights Division at CIV_FederalPrograms@txdot.gov.

THIS IS AN EQUAL OPPORTUNITY PROGRAM

Figure C-3. Form 2202, Federal On-the-Job Training Program Monthly Reporting Form.

Section 4 — Labor Standards Review Form

Form 2220, Page 1 of 2



LABOR STANDARDS REVIEW

Form 2220
(Rev. 2/18)
Page 1 of 2

Project CSJ: _____ County: _____ Date: _____

Employer: _____

Employee Interview

Employee Name: _____

Job Classification: _____ Wage Rate: _____

Describe your work duties and tools used:

_____

_____

Work being performed (observed): _____

*Do you work over 40 hours per week? ☐Yes ☐No Overtime Wage Rate: _____ How paid? (cash or check) _____

*Work on all projects (private, municipal, state or county) is counted for overtime.

Is any money deducted from your pay besides income and social security taxes?
☐Yes ☐No If yes, explain:

_____

_____

Has employee seen posting of minimum wage rates? ☐Yes ☐No Are you paid weekly? ☐Yes ☐No If not, how often? _____

Are you currently enrolled in an apprenticeship or training program? ☐Yes ☐No
If so, has copy of training program been provided? ☐Yes ☐No

On-the-Job Training (if applicable)

Are you currently enrolled in an OJT program? ☐Yes ☐No
If response is "No," proceed to page 2 and complete the "TxDOT Employee Performing Interview" portion.

When did you begin working for this company? Approximate Month/Year: _____

Job classification at hire: _____

List previous job classification/craft with this company or other companies:

_____

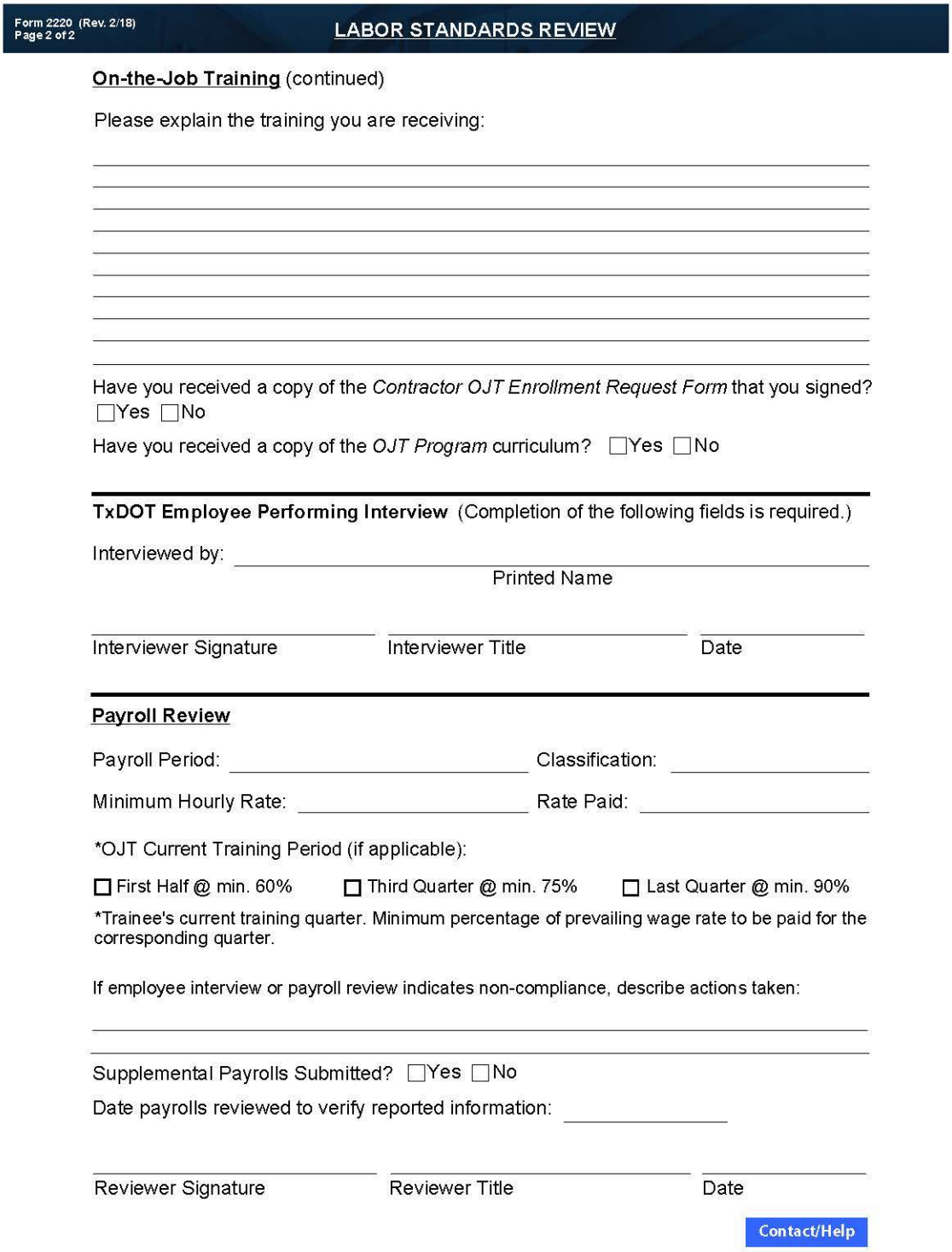
_____

In which classification/craft training are you enrolled? _____

What is the name and title of your trainer? _____

Figure C-4. Form 2220, Labor Standards Review Form.

Form 2220, Page 2 of 2



Form 2220 (Rev. 2/18)
Page 2 of 2

LABOR STANDARDS REVIEW

On-the-Job Training (continued)

Please explain the training you are receiving:

Have you received a copy of the *Contractor OJT Enrollment Request Form* that you signed?
☐Yes ☐No

Have you received a copy of the *OJT Program* curriculum? ☐Yes ☐No

TxDOT Employee Performing Interview (Completion of the following fields is required.)

Interviewed by: _____
Printed Name

_____ _____ _____
Interviewer Signature | Interviewer Title | Date

Payroll Review

Payroll Period: _____ Classification: _____

Minimum Hourly Rate: _____ Rate Paid: _____

*OJT Current Training Period (if applicable):

☐ First Half @ min. 60% ☐ Third Quarter @ min. 75% ☐ Last Quarter @ min. 90%

*Trainee's current training quarter. Minimum percentage of prevailing wage rate to be paid for the corresponding quarter.

If employee interview or payroll review indicates non-compliance, describe actions taken:

Supplemental Payrolls Submitted? ☐Yes ☐No

Date payrolls reviewed to verify reported information: _____

_____ _____ _____
Reviewer Signature | Reviewer Title | Date

Contact/Help

Figure C-5. Form 2220, second page of form.

Appendix D — Federal Regulation 23 CFR Part 230

23 CFR References:

- § 230.111
- § 230.113
- § 230.115
- § 230.117
- § 230.119
- § 230.121
- Appendix A to Subpart A
- Appendix B to Subpart A